

*Minutes*  
**DAGSBORO TOWN COUNCIL**  
**Bethel Center**  
**Monday, November 21, 2022**

**I. CALL MEETING TO ORDER**

Meeting was called to order by Mayor Baull at 6:00 p.m.

In attendance were: Mayor Brian Baull, Vice-Mayor Theresa Ulrich, Councilman William Chandler, Councilman Norwood Truitt, Councilman William Labor, Town Administrator Cynthia Brought, Sgt. Nicholas Disciullo and Engineering Consultant Kyle Gulbranson. See sign in sheet for others in attendance.

**II. PUBLIC COMMENT**

No public comment was made.

**III. PUBLIC HEARING**

**A. ORDINANCE TO AMEND THE 2019 COMPREHENSIVE PLAN AND FUTURE LAND USE MAP BY AMENDING THE ZONING OF TMP #'S 2.33-11.00-149.00 AND 2.33-11.00-151.00 FROM TOWN CENTER DISTRICT TO RESIDENTIAL DISTRICT.**

No public comment was made.

Councilman Labor made a motion to pass the Resolution for the change in the 2019 Comprehensive Plan and Future Land Use Map by changing TMP #'s 2.33-11.00-149.00 and 2.33-11.00-151.00 from Town Center District to Residential District. Councilman Truitt seconded the motion. All were in favor.

**B. ORDINANCE TO AMEND THE ZONING MAP AND ZONING ORDINANCE TO CHANGE TMP #'S 2.33-11.00-149.00 AND 2.33-11.00-151.00 FROM TOWN CENTER DISTRICT TO MEDIUM DENSITY RESIDENTIAL DISTRICT.**

**DISCUSSION AND POSSIBLE VOTE ON PROPOSED ORDINANCES/AMENDMENTS BY MAYOR AND TOWN COUNCIL.**

No public comment was made.

Councilman Labor made a motion to approve the Ordinance Amendment to make the changes from Town Center District to Medium Density Residential District. Vice-Mayor Ulrich seconded the motion. All were in favor.

**IV. APPROVAL OF MINUTES**

**October 17, 2022 Regular Town Council Meeting Minutes**

Councilman Truitt made a motion to approve the minutes. Councilman Labor seconded the motion. All were in favor.

**V. CONSENT AGENDA**

**a. Police Department Report**

Sgt. Disciullo stated that in the event of any emergency, each officer was issued entry cards to Indian River High School and John M. Clayton. They have been able to obtain two casualty kits through Grants and will be handing those out to each school as soon they are received. He added that he has a Grant opportunity coming up in the next two weeks for the in-car cameras that were discussed last month and will be requesting \$15k to go towards the cameras.

Sgt. Disciullo stated that he had additional statistics to add for Vines Creeks Road. They issued 37 citations over a two-week period from October 21, 2022 to November 4, 2022, and in addition made a few criminal arrests also. The month of October was busy overall. They also had 394 traffic arrests, 37 criminal arrests, 10 collisions investigated, 157 complaints and several thefts and other criminal arrests made that are listed.

**b. Treasurer's Report**

**c. Administrative Report**

**d. Building Official Report**

**e. Code Enforcement Report**

**f. Meeting Reports**

**g. Water Department Report**

**h. Prince George's Chapel Cemetery Report**

**i. Correspondence**

Mayor Baull asked Town Administrator Brought if the rubber mats for under the swing and the "use at your own risk" signs at Katie Helm Park had been completed. Town Administrator Brought replied "yes", and Town Maintenance, Joe, has been working on the Christmas lights and displays. The Morses' are going to help Town Maintenance, Joe, with putting the lights on the tree at the Park since the tree has grown so much.

Mayor Baull asked if we were looking to get the tree trimmed and shaped-up so we could bring the height of the tree down. Engineering Consultant Gulbranson stated that the tree is a Norway Spruce and hard to trim just because of the type of tree it is. Town Administrator Brought added that we did have the bottom of the tree trimmed a few years ago but that is all that could be done to it. Vice-Mayor Ulrich asked about decorating the tree with LED lights that could be left on the tree but not turned on. Tom Morse stated that other Municipalities have artificial trees. Town Administrator Brought agreed that other Towns are starting to use artificial trees, but she isn't sure where we could put one. Vice-Mayor Ulrich said that we will get through this year and then decide something else for next year.

Councilman Chandler asked Town Administrator Brought what the GovCollect Software was used for. Town Administrator Brought explained that it is the software program that we have been using to send out taxes and business licenses and it is no longer being supported. The new version would be an extra \$3700.00 a year. We are still looking at other programs and hope to find one that would include the water also. We looked at one that included water, taxes and business licenses and the cost was over \$30k a year so we will most likely end up keeping it separate like it is now. Councilman Chandler stated that basically they are increasing the price that we pay. Town Administrator Brought added "and phasing out the old software and there will be no support for it." Vice-Mayor Ulrich asked, "so we would have to upgrade and pay the upgrade fees." Town Administrator Brought replied "yes", and she is still looking for other software programs that are available. Councilman Labor asked if there are more benefits from the more expensive software. Town Administrator Brought replied "Yes, but we don't need the extra items they are offering."

Mayor Baull stated that it seems like a lot of people do not realize they need a business license to work in Town. Town Administrator Brought said most people know they need a business license to work in Town but there are some who don't admit that they are working in Town.

Councilman Truitt made a motion to approve the consent agenda. Vice-Mayor Ulrich seconded the motion. All were in favor.

## **VI. NEW BUSINESS**

### **a. Snow Removal Bids**

Town Administrator Brought stated that there was one bid received for snow removal. Vice-Mayor Ulrich asked to confirm that the ad ran in the newspaper. Town Administrator Brought replied "yes, the ad was in the paper for two weeks."

Vice-Mayor Ulrich made a motion to approve the proposal from David Gray of Gray's Creative Touch for snow removal in the Town of Dagsboro for 2022-2023. Councilman Labor seconded the motion. All were in favor.

### **b. Employee Christmas Bonus**

Town Administrator Brought stated that for 2021 all Town employees received a \$250 Christmas Bonus. Councilman Labor asked if we had room in the budget for \$300 or \$350 because it has been a hard year with inflation. Town Administrator Brought said “yes, we could afford that.” Mayor Baull asked if increasing the bonus to \$300 is agreeable.

Councilman Truitt made a motion to authorize Employee Christmas Bonuses of \$300 for each employee for this year. Vice-Mayor Ulrich seconded the motion. All were in favor.

**c. Election Update – Cancelled December 3, 2022**

Town Administrator brought stated that there will be no election on December 3<sup>rd</sup> because we only had the two incumbents, Bill Chandler and Norwood Truitt, reapply. Next month, we will take care of having them sworn in.

Councilman Labor asked, “How would anyone know when there is a seat open on the Town Council and that there would be an election?” Town Administrator Brought explained that it was advertised in the local paper and posted throughout the Town. Vice-Mayor Ulrich added that it is posted on the sign at Town Hall also.

Councilman Chandler added that there is always hope that other people will be interested in stepping forward for Town Council and it is disconcerting when no one shows interest. Town Administrator Brought added that she felt like there were a few people who would have been interested but they ended up moving out of Town. Councilman Chandler said some towns are moving to a District Election System where there is a separate district for each candidate, but he hasn’t really considered the pros and cons of something like that.

**VII. OLD BUSINESS**

**a. PKS Contract (3 Year Commitment) Comparable**

Town Administrator Brought stated that she met with Lank, Johnson and Tull, CPA firm and received an estimate from them but since they are not familiar with our books, it will depend on how much work goes into our audit. Their estimate is very similar to what PKS charges us now. PKS was very honest with us and said there is a shortage of accountants and we heard that from every company we called. We need to decide if we want to stay with PKS and sign a 2-year contract with them or make a change to Lank, Johnson and Tull to have someone different doing the audit for about the same price.

Vice-Mayor Ulrich asked, “do we need to make a decision now because switching accountants is difficult?” Town Administrator Brought said that we are already into year one and PKS asks for a 3- year contract and she is sure they want us to decide soon. Mayor Baull asked Town Administrator Brought how she felt about PKS since the staff work directly with them. Town Administrator Brought stated she would be fine to stay with PKS because they are familiar with us but also agrees with Councilman Chandler on understanding why changing agencies can be a positive move. Councilman Chandler said he

has always been satisfied with PKS and the quality of their work and since there has been research done on the prices of other firms with about the same prices being charged then he would be willing to agree to a contract with PKS. Town Administrator Brought stated that even with this new firm, they are asking for a 3-year contract.

Councilman Chandler made a motion to accept a two-year contract with our accountants, PKS & Company, P.A. Councilman Truitt seconded the motion. All were in favor.

#### **VIII. PUBLIC COMMENT**

No public comment was made.

Councilman Chandler made a motion to move into Executive session at 6:26 pm. Councilman Truitt seconded the motion. All were in favor.

#### **Move To Go Into Executive Session**

#### **IX. EXECUTIVE SESSION Personnel Matters**

#### **Re-open meeting for results/comments regarding Executive Session at 7:07 pm.**

Mayor Baull stated to address what we discussed in Executive Session, we will set up a meeting between himself, Town Administrator Brought and Councilman Chandler to discuss the personnel matters that we discussed and report back to Council with the results.

#### **X. ADJOURNMENT**

Councilman Truitt made a motion to adjourn. Vice-Mayor Ulrich seconded the motion. All were in favor.

Meeting adjourned at 7:08 p.m.

Respectfully Submitted,  
Wendy Rayne, Finance Clerk